

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8084 FORM NO. 10148

Held

Thursday, July 15, 2021

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CALL TO ORDER: Mayor Williams called the Riverside, Ohio City Council Work Session to order at 6:00 p.m. at the Riverside Administrative Offices located at 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

ROLL CALL: Council attendance was as follows: Ms. Campbell, present; Mr. Denning, present; Mrs. Franklin, present; Ms. Fry, present; Deputy Mayor Lommatzsch, absent; Jesse Maxfield, present; and Mayor Williams, present.

Staff present was as follows: Chris Lohr, Interim City Manager; Kathy Bartlett, Public Services Director, and Katie Lewallen, Clerk of Council.

PLEDGE OF ALLEGIANCE: Mayor Williams led the pledge of allegiance.

EXCUSE ABSENT MEMBERS: Mr. Maxfield motioned to excuse Deputy Mayor Lommatzsch. Ms. Campbell seconded the motion. All were in favor; none opposed. **Motion carried.**

ADDITIONS OR CORRECTIONS TO AGENDA: There were no additions or corrections to the amended agenda.

APPROVAL OF AGENDA: Mr. Denning motioned to approve the agenda. Mrs. Franklin seconded the motion. All were in favor; none opposed. **Motion carried.**

WORK SESSION ITEMS:

I) Choice One – Craig Ely and Allan Heitbrink

Woodman Drive and Airway Road:

Mr. Ely reviewed the recent intersection upgrade at Woodman Drive and Airway Road. Discussion was held on the potential improvements for the area of Woodman. Mr. Denning stated he did not think long term he could live with this as it will cause more issues than before with the signal lights being on the same side of the street where traffic must stop. Ms. Fry asked what confidence they have about the improvements actually improving the safety. Mr. Ely stated with signals on the near side it does not meet driver expectation. Having the signals on the opposite side provides drivers the visibility before the intersection. Drivers typically know signals are on the other side of an intersection and falls in line with driver expectation. Mr. Denning asked why they would have put it on the other side. Mr. Ely stated the signals are to be from 40’ – 180’ of the stop bar. They designed it to the 40’ rather than the 180’. Mr. Allen stated that certain locations on the north side may have made the arms for the signals very long and that could have been a factor. Mr. Maxfield asked if they have had this happen in the past. Mr. Ely replied that it is unique. Discussion was held on data if they moved the poles would it make it safer. Ms. Fry asked about the data prior to the change when the traffic lights were on the other side. Ms. Bartlett stated it had been about the same. Mrs. Franklin asked how many accidents were there per year. Mr. Ely replied he did not have that data with him, but he could get it. This intersection was on of MVRPC’s top locations for accidents. He believes it is over 60, but under 90 for three-year data. Ms. Bartlett stated that in seven months they have had 20 accidents so now it is worse.

Mr. Ely presented a diagram to show a new signal design layout. They would also like to realign the right turn heading northbound for more of a merge and making it a soft turn from Airway to Woodman. Because of where the poles have to be placed they will have to be new poles. The cost is approximately \$125,000. Mrs. Franklin asked if they could recoup anything from the old poles and signals. Mr. Ely stated they did factor in new signals and could possibly use the signals at Eastman. Ms. Campbell asked who did the work the first time. Ms. Bartlett replied it was LJB, and they went by standards so they could not get them to fix it without taking them to court. They are within the 40’ so they can’t say there is an error, but they didn’t do what the books are stating. Mrs. Franklin stated she would think a safety engineer would have been involved. Ms. Fry stated that they wanted to improve the

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safety, but this is not what has happened. Discussion was held that the improvements would most likely be paid from the general fund. Ms. Fry commented that they didn't know if the proposed changes would improve the safety. Mr. Denning reiterated that driver expectation is for the signal to be further on the opposite side. He commented that LJB was used on Springfield Street and gave the city one price for work, but when ODOT reviewed it the price was much higher and the city had to pay the difference. Mr. Lohr stated he and Ms. Bartlett could discuss where the funding would come from. Mr. Denning stated he may want to look at next year's budget so it gives them time to get more data for this year, but he thinks they are going to have to do this and make the change.

Bike Path Crossing at Airway Road:

Mr. Ely stated that an improvement there would be to put a ground mounted flashing beacon across the road and lights would flash like a railroad crossing. They could also put signage on the cross arm. Mayor Williams asked if these would be push button activated. Mr. Ely confirmed it would. Mr. Allen stated there is a stop sign already there. Mr. Ely added that the stop signs will have flashing red lights and they propose to move these signs. It doesn't stop flashing so when the other lights start flashing another person will see them since they flash on the side as well. They want flasher down to eye level to make it safer. He presented a photo of what it would look like. Cost estimate for the improvement is \$63,000. Mayor Williams asked what of the concrete medium would be removed. Mr. Allen replied it would be a pedestal foundation. Mr. Denning asked if there is data on accidents or near accidents. Ms. Bartlett stated it is near accidents and complaints. She stated that the underlying theme is speed; divers are not driving the speed limit. Mr. Denning suggested rumble strips at 30' beyond. Mr. Ely stated rumble strips are tough; possibly okay in a rural setting. If they are put in the way they should be they are loud and there are a lot of complaints. Mr. Ely stated the bang for the buck is getting lights down to eye level. Mrs. Franklin stated that moving forward as they see the situation with this project; they need to start looking at design and not just being able to get pavement down. They need to look at the design that can be put into the roads that allows for slower traffic and safety. Looking at the cost of asking these changes, they probably need to be more serious at looking at the design and what they need to do. Mr. Denning commended the work that Ms. Bartlett has done for the city the last three years. Ms. Bartlett stated they did a road diet on Springfield Street and adding bike lanes will make traffic slow down. Mrs. Franklin stated they need to look at design elements for safer roads for bikes, pedestrians and drivers. Ms. Bartlett stated that on another project they are proposing curb as it makes people slow down. Mrs. Franklin stated there are lots of elements that slow people down like trees and curb. Discussion was held on elements that slow down traffic.

Valley Street/Pleasant Valley Traffic Signal Removal:

Mr. Ely stated the study has been going for a month. The signal had been structural damaged and poles would need to be replaced. In traffic engineering, they have to make decisions for the best places for signals. They use the Ohio Manual for Traffic Control Devices, which actually comes from the federal government and is adopted by the state. It provides them minimums, minimum traffic volume required for a traffic signal. They reviewed the three volume warrants: an 8-hour warrant, a 4-hour warrant, and a peak-hour warrant. They found the traffic signal did not meet any of the warrants. These are minimums used to install a traffic signal. The city is follow the ODOT process on removal of the signal. One concern has been a pedestrian crossing at Valley. They proposed the same treatment as the bike path; keep it consistent to do the RRFB (Rectangular Rapid Flashing Beacon) and put it at the intersection along with improvements like curb ramps and such. He stated there is a similar crossing at Rohrer and asked how do they decide which gets a traffic signal if they were to fall back on that. If they go with the signing and the RRFB, that is a potential crossing.

Ms. Campbell stated that on Pleasant Valley is where the children cross that light to walk to school. She mentioned that on her way to the last meeting two kids crossed in front of her,

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on a yellow light, didn't even look, they crossed. Mr. Maxfield added that is a heavily traveled intersection and the main place where people cross. Ms. Campbell asked what it costs to fix it to put a regular light. Mr. Ely stated it would be \$200,000 - \$300,000. Mr. Maxfield stated that they aren't permitted to put in a light because it doesn't meet the warrants and the city could be at fault if sued. Mr. Ely stated for an unwarranted signal, the city takes the liability. Mr. Maxfield stated his other concern is there is nothing else in place once the light is away to protect the citizens who cross the street, and there is nothing there during the time when something does get put into place. Mr. Ely used the Linden Avenue crossing at Carroll High School as an example of the treatment they would do. Ms. Campbell stated that is in front of the school and this is down from the school. Discussion was held on what would be placed at that intersection.

Ms. Fry stated from what she heard is the worry about children crossing the street is the speed of the drivers. It is like they are trying to fix the problem with the wrong tool. It seems like the RRFB would be the strategy that would make sense for the problem, and they could also look at Valley Street for some of the same treatments for calming speeds. Mr. Maxfield stated his biggest issue is having nothing in place once that light is removed. Mr. Lohr commented that a lot of kids walking to Stebbins are in the area and that was partially the reason the sidewalk was put on the south side of Valley. He added there is not a crosswalk there and asked if there is something they could do temporarily either striping or something not as expensive as the permanent fix just for school. Ms. Bartlett stated they could stripe any crosswalk with signs on each side. Discussion was held on temporary signage.

Mrs. Franklin stated Spinning Road is a good example as it is traveled by many children. There is a light at Burkhardt, and there is no crossing for the kids. It isn't like they don't want to try to do it. Choice One is saying the light isn't warranted, and she can see that as she looks at Spinning Road. It is comparable to a residential road with children going to and from school. Ms. Campbell stated that children don't know the rules on flashing red lights as drivers do. Children will walk to school together and some may lag behind and try to catch up and then an accident will happen. Mayor Williams stated there is nothing they can do with a traffic control device that would prevent that. It could happen anywhere. Mr. Ely explained that they needed to abide by new standards if they put lights up at that intersection. He stated what would need put in: four new poles, all new traffic signal heads, pedestrian facilities...if it was warranted that is what they would do. Mr. Maxfield asked Ms. Bartlett to come up with something for a temporary solution while Choice One puts together something more permanent. Ms. Bartlett stated they are going around to the schools this summer putting up new school zone signs and with this being so far from the school they can't put up a school zone sign. Mr. Ely stated they could if they designated a route to be the route for the kids, but when the kids come out of the school they could take Rohrer as well. Mr. Maxfield stated they don't take Rohrer; it is not traveled nearly as much. It is also not just kids; there is a lot of traffic, in general. It is the route within the neighborhood to get there and not travel Valley as much. Discussion was held on the various paths of travel.

Ms. Campbell stated that the kids go to the light to cross over because it is safer. Mr. Denning asked if it is because the light is there and it makes it easier so if it is not there they will figure out another spot or cross when there isn't any traffic. The current light did not allow for pedestrian crossing. Mr. Maxfield added it is also the speed factor. Mayor Williams stated it is a layered approach. Ms. Bartlett stated they could easily stripe both Rohrer and Pleasant Valley before school starts and get signs up. They can also watch the children as they come to and from when school is in session and see where they congregate more and making that like the bike path and make it the most predominant crossing. Mr. Denning stated they could do a traffic study of pedestrians and then decide where to put the RRFB lights. Mrs. Franklin stated they could also name it a 'school safety corridor' with signs. Not one thing will fix the problem. Mr. Maxfield stated anything they can put there will help. It was determined to paint the crosswalks at both Pleasant Valley and Rohrer.

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Discussion was held on the most recent accident at the intersection and whose insurance would pay for repair or replacement. Further discussion was held explaining that the light is not warranted at that location. Mayor Williams provided an example of the crossing at Saville Elementary not having a light to cross and people driving down Kemp turning into Burkhardt at a fast speed.

Ms. Bartlett stated she will put together a sketch drawing of what they propose at the next council meeting. The cost would be minimal for paint and signs and having staff do the work. Mr. Ely stated to put up the RRFBs would be about \$10,000 - \$20,000 with signs. They would have to put in curb ramps even though there aren't sidewalks because they have to make the crossings ADA compliant.

II) Rules of Council Handbook

Mrs. Franklin began reviewing the handbook section by section. They can mark off what is good so they know what doesn't need to be discussed any more. Mr. Denning clarified that this handbook is already in the charter just put altogether. Mrs. Franklin stated all councils have a handbook. Anything she marked in the book that is new is just not covered by any of the ordinances or in the charter. If it is not covered in the charter, then they can apply that fit for them. She compared other city handbooks to theirs to get some of their information.

Council recessed at 6:48 pm. Council reconvened at 6:52 pm.

Mrs. Franklin began reviewing the handbook section by section. She stated she removed the 'emergency' meeting portion because they refer to them as special meetings. Mr. Maxfield stated that special meetings are 72 hours in advance while emergency meetings are 24 hours in advance. Mrs. Franklin replied that in the Charter they are not referred to as emergency meetings. She went on to state the public notice of meetings comes from the Charter.

Mrs. Franklin stated on quorums and majority votes she reviewed the ordinances and everything can pass with four votes. Mr. Denning stated the only thing he knows of where five votes are needed is removing the city manager. Mrs. Franklin replied that was correct or when removing a council member. All legislation is a majority. She left it at four as she couldn't find a document that said otherwise. Mr. Denning stated the only standard he was aware of in Robert's Rules was one more than 50%.

Mrs. Franklin moved on to attendance at meetings. Ms. Fry stated she read it as unexcused absences results in a forfeiture of office and asked if it was something unique to their rule book and no basis in legislation. Mrs. Franklin stated she believes it is in the ordinances or Charter. Ms. Fry stated if there is a basis in legislation they need to add the footnote. Mr. Maxfield stated that it is in Section 4.04 in the Charter. Mrs. Franklin stated that is also the section where the vote of five comes in, a majority of council. Discussion was held on excused and unexcused absences, and disorderly conduct of a council member. Mrs. Franklin stated there are incidences that occur that they can hold a council member accountable for. Mr. Denning stated that their legal counsel has come to them to change the Charter to have more information in there about exactly...they tried removing a member before and were within their rights to do so, but they couldn't do it. To fix it, they have to change the Charter. It does not stop them from going through the process that the Charter says they can do.

Mrs. Franklin stated the clerk of council information comes out of Ordinance 95-O-46 and Chapter 111.05. She stated they need to be more in depth on the clerk and expectations. She stated as a clerk there are seven people that can go to the clerk. The seven of them make up one boss. They all need to be onboard together when discussing specifics. The motion made for non-verbatim minutes had been made last week and is in the Charter. Ms. Fry stated where it says "performs other duties as directed by Council" needs to have some guard rails so there is consistency to what can be...Mrs. Franklin stated she thinks when one person on council says something the clerk sees it as a directive, in general, for the position. They need

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to define things better. Mr. Denning stated it needs to be more of a consensus of council for a direction; he thinks anything like that should go through the mayor. Discussion was held on directives toward the clerk. Mayor Williams stated it needs to be in service of the functions of council; what does the clerk do to support council. Mrs. Franklin added that if a few of them decide to do a project that does not mean the clerk becomes secretary of that project. The directives should be a consensus of council. Mrs. Franklin asked what stops the clerk from doing all board and commission minutes as she does Planning Commission and BZA. Mr. Denning stated those are Charter commissions; the others are not. Mrs. Franklin stated she will make this section more specific.

Mrs. Franklin stated she thinks that council packets, information, and agendas is conflicting for the clerk, the city manager, and for council. The rule is 72 hours to receive a packet. She reviewed how things currently happen. Most packets are received the Friday before a meeting, so almost a week prior. She just wanted to remind everyone that it is 72 hours or Monday by 5:00 pm. Discussion was held on timing and agenda changes. Mr. Denning stated he is just afraid things will slip further if it comes out later. Mayor Williams stated he feels it is more rushed now to get it on Friday and that they get a better product on Monday. Ms. Fry stated there is one aspect on thing they don't get in the packet like the PowerPoints. It was decided that any documents presented to council would be given as either a paper copy or email to have for reference when it comes back to them. Discussion was held on work session items that will have future decisions being made. It was determined that any supplemental items presented to council for any discussions need to be presented to council members by electronic delivery or paper by the city manager or the presenter. Discussion was held on putting all the documents on a Google drive to provide them to council. Mrs. Franklin stated some people may have a hard time navigating the Google system, so it was decided to have presentations sent via email.

Discussion was held on how to items as council members to an agenda. Mrs. Franklin stated for it to be a work session item three members of council or more need to want to discuss it; and for legislation four members of council or more should request it as a majority. Mr. Denning stated it should be a majority of council present and not three or four as they have only six members with them now. Mrs. Franklin stated if there isn't a majority and a piece of legislation is driven by less than such that causes work for the city staff, which may not have enough votes for passage. Ms. Fry stated for clarification that if she wanted to initiate action or legislation she would make comment to such in her council member comments. She would make a motion and if she could get the support then they can put it on the agenda. She asks if this is the same pattern to make a new sub-committee. Mrs. Franklin stated she would think they would follow the same thing, but for a sub-committee they can only have three people. Discussion was held on why Mrs. Franklin stated it should be three. Mr. Denning stated that he believes there should be a majority even if only three can be on a sub-committee because it could be a waste of resources. Mrs. Franklin stated that the benefit of a sub-committee is a couple of council members going out and doing the legwork and can bring the information back like a draft. They spend too much of their work sessions starting a conversation and they never come back to it. She stated on their work sessions they should have old and new business; and there needs to be a directive – what is the intent and what is the expectation. Mr. Denning stated there is nothing that stops three of them now from getting together...Ms. Fry commented the benefit of a sub-committee is that it keeps everything transparent. If they have a formal sub-committee it would not look like any hidden deals were happening. It is a sanctioned activity. Ms. Fry recommended adding a section to their handbook about sub-committees.

Mrs. Franklin stated they could also put an 'any other business' (AOB) section on the agendas. They could restrict this to the opportunity for a council member to make a motion regarding something. The intent is not for grandstanding; it is a moment for a council member to make a motion. Ms. Fry asked if they could discuss the intent of work session items. She is often wrapped around the axle on why they are discussing the issue and how does she need to interact with the issue. In the past it has been unclear when it just a few

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short words on an agenda. She would like it communicated exactly what they are trying to accomplish by the end of the work session. Discussion was held on information vs. decisions at work sessions. Mayor Williams stated in work sessions he is more in class room mode rather than decision making mode. Mrs. Franklin stated under the agenda part she will add a work session agenda and the format they would like to see. The clerk stated that work session were informative at her prior municipal position; decisions were not expected to be made that night. Mr. Lohr agreed and stated it should be rare that a decision or direction be given at a work session. Mrs. Franklin asked where this decision gets made on being informative versus a decision. Discussion was held on not making decisions the same night they get information. Mr. Lohr stated it is reasonable for them to do a better description on the work session agenda, if they know when it is coming to council for a vote they could put it on there, and make a point of framing the discussion on what needs to happen before they start on a topic. Mrs. Franklin used the example when Ms. Bartlett needed a decision on grants to pursue that they had at a work session where a direction needed to be given. They had been informed previously about the grants, but then it gets lost when other business occurs and later comes back. If they keep it listed as an 'old business' item on the work session agendas then the mayor can ask for updates on old business so it stays on the agenda until the business is complete. This helps to keep it as a reminder until a decision is made on it. Mr. Denning stated that they should try it that way.

Mrs. Franklin stated that the public participation at meetings is out of the Charter and administrative code. The legislation, ordinances, resolutions, public hearings are in their code. Mr. Denning asked if there is something that limits comments to three minutes for public participation. Mayor Williams stated during a public hearing they are not allowed to limit what is testimony at that point. He stated it is in the Charter under 111.08 D(5) to limit comment to three minutes. Discussion was held on the three minutes and council allowing additional time for a commenter. Mrs. Franklin stated that comments should be about city business. Mayor Williams read Section 111.08 D(5). It was discussed that the presiding officer is the one who allows additional time should it be warranted.

Mr. Denning asked if there is a section about how to bring an ordinance to council. Mrs. Franklin asked if it was to bring forth legislation. Mr. Denning stated they had a council member years ago that had the clerk get a piece of legislation written up and bring to council before they had a work session about it. Mrs. Franklin stated that is why the first part about making a motion is there whether it is getting something on the work session or moving forward a new piece of legislation. Councilmembers should never try to do that without having a majority because it makes people do a lot of work and there may not be the votes. She stated she could rewrite that to make it clearer. She stated that is where a sub-committee is beneficial as that team can do the leg work and bring it to the work session. Mr. Denning stated that so if they want to bring legislation forward, then they would need a majority vote of council to do it. Ms. Fry asked if that stated it in there. Mrs. Franklin stated in the first part with motions they need a majority. She stated she could put it in with the motions or she could add it to the section regarding agenda items.

Mrs. Franklin stated everything in there for boards and commissions is from the Charter along with different committees like standing and special committees. Citizens can also create committees. If a council member makes a sub-committee, they can even bring in residents. This is a deeper topic they need to get into, because as council members she believes they fail. They have appointed people to sit on boards and commissions and they never ask anything else from them. They never present and council gets no updates. Ms. Fry proposed adding updates from commissions like they do from department heads. Mr. Maxfield stated it didn't have to be at the same time. Mrs. Franklin stated she would do it bi-monthly or quarterly. At their first meeting in January, they could pick the meetings they want them to present. Ms. Fry stated she had a series of conversations with the former city manager and there were some ADA issues she thought Health & Safety might look into, but other topics, too, like spike in Asian hate crimes. It was informal, and that makes her uncomfortable as she likes to do things by the book. She thinks it would help her to have

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some sort of guidelines to follow if she has a good topic for a particular board or commission to engage. Mr. Denning stated that most of those committees are advisory to the city manager so, if she has something that is a good idea for a commission, then the direct path to talk to the city manager. Then, the city manager takes it to the committee. It was discussed which boards and commissions were advisory to the city manager. Mr. Maxfield stated they could still get updates from each board and commission. Mrs. Franklin stated she would like to see a council member sit on each board or commission as a non-voting member. Discussion was held on when to determine which board or commission a council person would sit on. Mrs. Franklin stated she sees boards and commissions going out to do the hard work. They submit their ideas to the city manager and that is either accepted or rejected in the new budget. Mr. Denning stated when those people get on the committees they want to do something and council needs to give them the ability to do it instead of telling them all they get to do is make up rules. Mrs. Franklin stated that committees work as a team with the city to do certain things. She finds with boards and commissions that they come up with ideas and say they want it done. This isn't how they are set up; there are procedures in which they are to do those things. She thinks because they are not informed of what is going on, they don't realize they could do it better. Mr. Denning commented he thinks the first step is putting a council member on each of the boards and commissions. Ms. Fry asked who gets to direct the boards and commissions since it would be inappropriate for her to ask Health & Safety to look into something that she needed to go through the city manager. Mr. Denning stated as a council member that would be inappropriate, but as a citizen, they have every right to ask them to look into things. Mrs. Franklin went on to explain that if she were to sit on Health & Safety, she could bring that forward and tell council what she would like to take to the committee; she would not have a voting right. She could brief council on what she would like to present. Mr. Denning stated the Multi-Modal Commission was good about this and presenting information. Mr. Lohr stated that if they want to change the way boards and commissions operate, then they may need to change some ordinances.

Mrs. Franklin stated council, administration, and communication is in Section 6.04 of the Charter. She added that sometimes they have a tendency to independently direct, but they need to know where their place is in the city.

Mrs. Franklin stated the conflicts of interest and ethics may need to be discussed annually. The clerk represents the council as their Sunshine Laws representative. These things are hashed out during their organizational meeting. The clerk does the Sunshine Law training/public records training every council term.

Mrs. Franklin stated their legal counsel advised them to add something about social media as they do not have anything in the Charter about social media. The guidelines are about their political page, their Facebook. Their personal social media should not be conducting business. This is to protect them. It reviews social media standards.

Mrs. Franklin stated complaints are straight forward and comes from the Charter. She did not have the reference so she will add it. Mr. Denning stated they need to bold that oral complaints against employees by the public or council members at a council meeting are out of order. Mrs. Franklin stated there are rules and procedures for things residents may complain or want changed. It is in their best interest to explain the process and get them through it as often they are upset or emotional. People have a voice.

Mrs. Franklin stated that evaluations should be done at the first meeting in January to set dates for the city manager and clerk. The city attorney cannot be listed under evaluations because she is contracted out. Mr. Denning asked her to look at other cities on how they do their attorney. Mrs. Franklin stated in a lot of other cities, the city manager hires the legal counsel. Mr. Lohr added if they evaluate the city attorney, it implies that she is an employee and then is entitled to being a part of OPERS. Mrs. Franklin stated they need to have review dates established at the organizational meeting so everyone knows it is coming up and what the expectation is.

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Mrs. Franklin stated that she has a hard time swearing in of elected officials on the date they start. Mr. Denning stated they should not be swearing in in December. He is fine with that; it is just a ceremonial act. Mayor Williams asked if they are allowed to be seated without being sworn in. He does not believe they are. He agrees it is ceremonial. Mr. Denning is fine with swearing them in in December, but doing a ceremony at the first meeting in January. Mrs. Franklin stated on January 1, the members start. She would like to see all council members prior to January 1 have a handbook, they have some understanding of Sunshine Laws and those rules because none of the council training happens until about four months after they take their seat. It would be nice to know. Prior to the swear in, other cities have a small orientation and PowerPoint to show how meetings run so on day one they aren't just sitting there. Mr. Denning stated people who run for office should be attending meetings. Ms. Fry suggested they keep the swearing in for January, but in the handbook they layout everything they give to new elected officials by a certain date in December. The clerk stated she has new the city solicitor does the training as they typically review legal things council members can and cannot do. Mrs. Franklin stated she would make the list and everything they have and send it to legal counsel for approval and then send the draft to council as well.

Ms. Campbell asked if it is something not covered in their handbook do they refer to Robert's Rules of Order. Ms. Fry stated it is referenced in their handbook. Mayor Williams stated Robert's Rules is procedural and not their governing document. Ms. Fry stated the first sentence, "Unless otherwise provided in the Charter, Riverside City Council conducts its meetings according to the procedures contained in Robert's Rules of Order." Ms. Campbell stated she understood that and was referencing what she talked about earlier if it is not in the new handbook it is gone. Mrs. Franklin explained the 1994 handbook is obsolete. Mr. Maxfield stated her question from earlier had to do with him making a motion and no one else on council motions, is the mayor able to second that motion as it doesn't technically say that. Mr. Denning stated the mayor is an equal member of council. Ms. Campbell stated she was talking about if nobody seconds it, then it drops. Mr. Denning stated that is up to the presiding officer. If the presiding officer chose to let it die for lack of a second that is his or her decision. But, if the presiding officer wants it to move forward for discussion then that is his or her right by Charter gets the right to second it. Some organizations where a person holds a gavel, they cannot vote. This is not the case for them. Ms. Campbell read where it said, "the mayor shall only break a tie". Mayor Williams stated that is from the 1994 document. Ms. Campbell stated in the new one it is not mentioned and asked if they go back to Robert's Rules of Order. That is what is confusing to her. Mr. Denning stated in 1994 they did not have a Charter. The rule she is talking about is not in Robert's Rules. Mr. Maxfield stated that Robert's Rules is just procedures. Mayor Williams stated that their Charter governs. Mr. Denning added that the mayor is an equal council member.

ADJOURNMENT: Mr. Denning motioned to adjourn. Mr. Maxfield seconded the motion. All were in favor; none were opposed. **Motion carried.** The meeting adjourned at 8:54 pm.


Peter J. Williams, Mayor


Clerk of Council